



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 9090.1
Effective Date: July 22, 2004
Expiration Date: January 10, 2005**

Responsible Office: Office of the Chief Financial Officer

SUBJECT: Reimbursable Agreements (excluding "Travel Only")

1. REFERENCE

- a. 14 CFR Part 1210, "Development Work for Industry in NASA Wind Tunnels."
- b. LAPD 1050.1, "Redelegation of Authority to Take Actions Related to Space Act Agreements."
- c. LPR 3334.1, "Intergovernmental Personnel Act (IPA) Agreements."

2. POLICY

NASA Policy contained in Financial Management Manual 9090.

3. RESPONSIBILITIES

Key responsibilities of personnel with roles in the process of reimbursable agreements are given below.

- a. Center Director/Program Directors

Overall responsibility for the review and approval of reimbursable agreements.

- b. LaRC Employee Assigned Responsibility for Reimbursable Agreement

Ensure that the reimbursable agreement is processed in compliance with the policy, regulations, and guidelines set forth in this directive, which includes the following requirements:

- (1) Prepare Center-negotiated reimbursable agreements (orders) and Estimated Price Reports (EPR's) and obtain required concurrences, including that of the Deputy Chief Financial Officer for Finance (DCFO/F).
- (2) Define Agency benefits and prepare program justification for any subsidies or waivers from full cost pricing or advance requirements.
- (3) Perform, monitor and review agreements.

(4) Arrange for required approvals, terminations, etc.

c. Office of Chief Counsel

(1) Upon request from a program official, provide assistance in the development of a draft reimbursable Space Act Agreement.

(2) Review and modify, as necessary, in accordance with the Space Act Agreements Manual, the terms of any nonconforming draft agreement.

(3) Review and concur on all agreements prior to final signature by the authorized signing official.

d. Deputy Chief Financial Officer for Resources (DCFO/R)

(1) Provide assistance and guidance in processing reimbursable agreements to ensure reconciliation with an approved program (Research and Technology Resource (RTR)) number.

(2) Provide assistance and guidance in documenting the Estimated Price Report (EPR).

(3) Request issuance of the NASA Form 506A, "Resources Authority Warrant."

(4) Secure from the Center Chief Financial Officer (CFO), and properly document written exceptions to full cost and advance requirements. Ensure that obligations and costs related to subsidies and waivers are clearly charged to proper direct program funding. Maintain records of all subsidies and waivers agreed to, and related obligations and costs.

(5) Assign Reimbursable Agreement Number (RAN) in accordance with FMM 9100.

e. Deputy Chief Financial Officer for Finance (DCFO/F)

(1) Review and concur in all negotiated reimbursable and other customer agreements (orders) and EPR's. Ensure that all necessary elements are included (FMM 9091-4).

(2) Maintain financial control over each agreement or order for the Center and make all financial reports.

(3) Prevent over-obligation of reimbursable funds.

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4. RECISION

LAPD 9090.1, dated June 5, 1980.

Jeremiah F. Creedon
Director